

FIPSE EC-US Cooperation Program Guidelines for Processing a No-Cost Extension

In 1997, the Office of Management and Budget (OMB) revised some of its rules for administering Federal grants, which the Department of Education adopted. The amendments to the grant administration process are referred to as “Expanded Authorities.” In general, the “Expanded Authorities” provisions make it easier for you to make certain types of administrative changes, sometimes without seeking prior approval. There are four administrative actions covered under “Expanded Authorities”:

1. extending the project period for up to one year (no-cost extension);
2. carrying funds over from one budget period to the next (carry forward);
3. incurring pre-award costs for new awards and continuations up to 90 calendar days before the budget period begins; and
4. transferring funds among budget categories within project scope.

The first administrative action (no-cost extension) is described in the Department of Education General Administrative Regulations (EDGAR 75.261) and requires consultation with a program officer and a written request to process an extension. This action becomes official upon receipt of a new grant award notification document. The second administrative action (carry funds forward) is done each year automatically unless there are cost savings reported in the annual report. The third action (pre-award costs) does not require program officer approval and can be done when there is reasonable expectation that an award will be made. The fourth administrative action can be done without program officer approval, providing that the budget changes are done with no change in the scope of the project and do not affect restricted categories such as mobility and language stipends and sub-contracts.

Since there are restrictions for each of these four administrative actions, this memorandum provides information and guidelines for processing a no-cost extension. In specific instances such extensions may be denied for the following reasons:

- the scope or objectives of the project changes;
- it is merely for the purpose of exhausting unexpended Federal funds;
- additional Federal funds are needed; or
- it is contrary to Federal statute, regulation, or grant terms and conditions.

The central features of the EC-US Cooperation Program are an active partnership, a focus on international curriculum development, and student mobility. **A time extension is limited to the completion of unfinished project goals and activities.** Therefore, it is important to provide evidence that continuing the grant period comes within the definition of “expanded authorities” and that the granting of additional time will not change the scope and objectives of your project. You should carefully read the guidance provided below. Our best advice is to call your program officer if you have any

questions about a no-cost extension. Contact information is listed at the bottom of this document.

One of the unique features of the EC-US Cooperation Program is the close collaboration between FIPSE and DG EAC in issuing guidelines, supporting joint funding, and coordinating the monitoring of project activities and data collection. It is vitally important that both the EC and the US partners be involved during the extended time period to maintain the viability of student mobility and the continuation of the curriculum.

You may extend the project expiration date one time for a period of up to 12 months without prior approval to complete unfinished project goals and activities. You must notify your FIPSE program officer at least 45 calendar days before the end of the grant period to allow sufficient time for FIPSE to consult with the Directorate General for Education and Culture and to process the new project expiration date in the grant management system (GAPS). The request must be submitted by the US lead partner via email, (1) stating the rationale for the one-year extension, (2) providing assurance that all US and EC grant partners are in agreement, and (3) submitting a budget account of remaining funds and proposed use.

Before you request a no-cost extension:

1. Contact your US and EC partners to make sure all parties want to extend the project and finish the proposed activities. If your EC partners are not requesting a no-cost extension, you must explain why and how you propose to continue without an active EC partnership. It is unlikely that a no-cost extension will be processed without active EC partners.
2. Check with your financial records office to determine how much money remains in each line of the project budget. Use the budget format below.

Your request for a no-cost extension must include:

1. Rationale.
 - ☐ State your grant number and the name of your institution.
 - ☐ Describe the activities of the current year and the reasons why some activities were not done or completed. What are the evaluation results to date?
 - ☐ Describe the activities you are proposing for the extended time period.
 - ☐ Specify the amount of time you are requesting and the new project expiration date.
2. Communications.
 - ☐ You must provide evidence that you have contacted your US and EC partners.
 - ☐ Indicate the new expiration date your EC partners are requesting and the status of that request (will request, requested and under consideration, approved.)
 - ☐ Indicate that the certifying official/office at your institution has been contacted and is in agreement with your request.

3. Budget (US consortium)

- ☐ Fill in the budget using the format below. Please note that language and mobility stipends may be used only for support of students studying abroad.
- ☐ Provide an explanation of any changes of line items from funds remaining to the proposed use of funds during the extension period.

| A. Direct Costs: | Budget remaining | Extension budget |
|----------------------------------|------------------|------------------|
| 1. Salaries & Wages | | |
| 2. Benefits | | |
| 3. Travel | | |
| 4. Equipment (<i>purchase</i>) | | |
| 5. Materials/Supplies | | |
| 6. Consultants | | |
| 7. Other | | |
| Subtotal of Direct Costs (1-7) | | |
| B. Language Stipends | | |
| C. Mobility Stipends | | |
| Subtotal (A + B + C) | | |
| D. Indirect Costs | | |
| Total | | |

Address checklist (single email with budget included):

- ☐ Send the request to your FIPSE program officer
- ☐ Copy Frank Frankfort, US Program Coordinator
- ☐ Copy Nicole Versijp, EC Program Administrator
- ☐ Copy each US and EC partner
- ☐ Copy the finance/sponsored research office at your institution

Your program officer will acknowledge receipt of the request and, after consultation with the Directorate General for Education and Culture, will issue a grant award notification with new performance period and new budget period expiration dates.

Contact information:

Frank Frankfort, US Program Coordinator, 202-502-7513, frank.frankfort@ed.gov
Sylvia Crowder, Program Officer, 202-502-7514, sylvia.crowder@ed.gov
Michael Nugent, Program Officer, 202-502-7522, mike.nugent@ed.gov
Donald Fischer, Program Officer, 202-502-7508, donald.fischer@ed.gov
Nicole Versijp, EC Program Administrator, nicole.versijp@cec.eu.int

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